

“How Do I Web Register for Classes?”

*(Entering your Registration on **myBellarmine**)*

Prior to entering your registration, make sure you review all the registration information available on the Registrar's Office website at www.bellarmino.edu/registrar.

Step 1. Go to my.bellarmino.edu and login using your network (email) username and password.

Step 2. After logging in, click the [Student] tab near the upper right corner, then click the (Registration) option on the left to take you to the (Registration) Page.

Step 3. Holds:

The box at the top of the (Registration) Page is called **Holds** and inside is information about all Holds on your student record. If you don't have any holds on your record, none will appear and you may proceed with registration.

ABSOLUTE HOLD REGISTRATION

Holds listed as “Absolute Hold Registration” will prevent you from registration and need appropriate attention before you can proceed. The descriptive information in the hold will direct you to the office that you need to contact to resolve the issue.

INFORMATIONAL HOLD

Holds that are listed as “Informational” will not prevent you from registering - you may ignore them and move on.

Step 4. The next box down on the (Registration) Page is called **Registration**. Your time ticket and advisor clearance information is displayed here.

Once your time ticket is open, click the **Add/Drop Courses** link, select the proper **Term** and **Program** from the pull-downs, and move on to the next step.

*(NOTE: the term shown when you first see this page is the current term and registration is not open for the current term. You must click the **Add/Drop Courses** link in order to get the pull-down box to select the term for which you wish to register).*

Step 5. Once you have the proper **Term** and **Program** selected, scroll down the page where you will see empty boxes into which you can put up to six courses at a time (snapshot of screen below).

- When you enter the Course Codes and Sections into these boxes, it is important to type them exactly as they appear on the Course Offerings List - Course Code consists of a 4-character department abbreviation, followed by a space, followed by the number, and occasionally it may be followed by a letter for labs or recitations; see Registration Tips on the Registrar's Office website for more information.
- If you cannot remember the proper Course Codes for your selections, don't worry. You can search for them using the Course Search feature located on the tab directly above the six course entry boxes (shaded box in snapshot below).
- Make sure to click the **Add Course(s)** button after you have entered your course selections.

Add by Course Code **Course Search**

To add courses, enter the course code (e.g. ART. 101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

	Course Code:	Section:		Course Code:	Section:
1.	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>

Step 6. If you wish, print a copy of your schedule. To do so click the [Student] tab near the upper right corner, then click the **My Courses** link in the box near the middle of the page. Make sure to change the Term to the one you want to print.

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